

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

March 31, 1987



ALL-COUNTY LETTER NO. 87-47

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: CLERICAL AND ADMINISTRATIVE SUPPORT TIME STUDY/TIME
CERTIFICATION TEST, MAY 1987

This letter is to provide counties with instructions for conducting the clerical and administrative support staff time study/time certification test in May 1987. The purpose of this test is to measure the fiscal impact and evaluate the feasibility of identifying clerical and administrative support staff more directly to function and program, for implementation July 1, 1988.

This letter has been divided into six parts:

- o Part I provides a background discussion of the proposed Cost Allocation Plan (CAP).
- o Part II identifies who will participate in the May 1987 special time study/time certification test.
- o Part III provides information on the Clerical and Administrative Support Staff Time Study/Time Certification Plan.
- o Part IV addresses the use of the Clerical and Administrative Support Time Study Form, TEMP DFA 7.
- o Part V describes the functions and programs.
- o Part VI provides a glossary of terms.

Counties were notified in All-County Information Notice I-20-87, dated March 20, 1987, of regional training to be conducted in April on this test. The training sessions will cover the information provided in this letter. County staff attending are asked to bring a county welfare department (CWD) organization chart or related information for discussion purposes.

PART I: BACKGROUND

In March 1986, a joint State Department of Social Services (SDSS) and County Welfare Directors Association (CWDA) task force was formed to study alternatives to the existing CAP with the goal of proposing a revision for implementation on July 1, 1988. The primary reason for revising the existing CAP is that the current allocation methodology does not provide for the direct identification of clerical and administrative support staff and other operating costs to a specific benefiting function or program. Instead, these support costs are combined and allocated to all welfare programs based on time study casework hours. This process may not always equitably distribute support costs to the benefiting function or program. Furthermore, if there are no casework hours associated with a particular program or contract, no allocation of support costs attributable to the program or contract can occur.

The task force considered several major CAP revision concepts to rectify this situation. Included were a review of other State CAP's, a change to the existing time study plan for casework staff, the addition of clerical and administrative personnel to the time studying process and direct charging of operating costs.

The task force, in reaching its conclusions and preparing its recommendation, focused on two major objectives:

- o The CAP must achieve accurate and equitable distribution of CWD administrative costs to the benefiting programs.
- o The CAP must allow for ease of administration to ensure effective implementation.

The resulting recommendation is a proposed CAP that focuses on an organizationally based Time Study/Time Certification Plan for CWD clerical and administrative support staff. After much consideration by the task force, modifications to the other operating costs categories are not included in this proposed CAP. There are no changes to the existing instructions for staff who currently time study.

The proposed CAP was approved by the CWDA Board of Directors on February 12, 1987. Approval was also given for testing the proposed CAP in all 58 counties during the April - June 1987 quarter to evaluate the fiscal and administrative impact of implementing the proposed changes. This proposed CAP has the conceptual approval of the Department of Health and Human Services, Division of Cost Allocation, which is responsible for the approval of the county CAP for claiming CWD administrative costs.

PART II: STAFF REQUIRED TO PARTICIPATE IN THE SPECIAL TIME
STUDY/TIME CERTIFICATION TEST FOR APRIL - JUNE 1987 QUARTER

All clerical and administrative support personnel will either time study or time certify during the May 1987 time study month based on their identification into units which are classified as either general administrative or functional support as determined by the CWD's organizational structure.

The existing CAP classifies clerical and administrative support staff as:

o Clerical Support

Staff who are predominantly in direct support of casework staff. Staff included in this subgroup are:

1. Receptionists,
2. Stenographers and typists,
3. Social services or income maintenance unit clerks,
4. Part-time public assistance budget clerks, etc.,
5. First-line supervisors of staff in 1 through 4 above.

o Administrative Support

Staff who perform activities having departmentwide benefit or who are not in direct support of casework staff. Staff included in this subgroup are:

1. Welfare directors, district directors, assistant directors, and second-line supervisors and above.
2. Administrative services officers, personnel officers, statisticians, accountants, administrative analysts, other staff engaged in planning or administration functions.
3. Clerical staff predominantly in support of administrative staff.
4. Accounting clerks, stock clerks, etc.
5. Social services staff or eligibility staff engaged in administrative duties.
6. Janitors, gardeners, and other staff of the welfare department who provide maintenance services.

NOTE:

EDP and Staff Development clerical and administrative support staff whose time is prorated between the EDP or Staff Development cost pools and the Allocable Support Personal Services cost pool, should complete a TEMP DFA 7 for that amount of time recorded as Non-EDP Allocable or Non-Staff Development Allocable. Indicate the organizational assignment and benefiting level on the TEMP DFA 7. The salaries of these staff must be prorated, accordingly.

PART III: CLERICAL AND ADMINISTRATIVE SUPPORT STAFF TIME
STUDY/TIME CERTIFICATION PLAN

Each county will develop its own Time Study/Time Certification Plan for clerical and administrative support personnel. This Plan will consist of an organizational chart for the CWD which identifies each unit within the CWD, and the numbers and classifications of clerical and administrative support positions assigned to these units during the April - June 1987 quarter. It will also include a brief description of the activities performed by each unit. Each county will be required to submit this information along with a parallel test claim prepared for the April - June 1987 quarter.

The Time Study/Time Certification Plan will establish for each county the time study and time certification procedures for clerical and administrative support staff based upon their designation into either general administrative units or functional support units.

- o General Administrative: Those units which are assigned to a CWD administrative organization which perform activities typically having departmentwide benefit.

Examples:

- | | |
|---------------|---------------------------|
| - Personnel | - Administrative Services |
| - Accounting | - Purchasing |
| - Budgeting | - Statistical Reporting |
| - Contracting | - Word Processing |

- o Functional Support: Those units which are organizationally assigned to support one or more of the four functions, i.e., social services, eligibility and non-service, welfare fraud, or employment services.

Examples:

- Unit Clerks
- District managers
- Public Reception
- Program Specialists

Exhibits I and II provide a descriptive summary of the time study and time certification criteria in a decision matrix format. The time study and time certification procedures are discussed in detail in Part IV.

PART IV: INSTRUCTIONS FOR COMPLETION OF THE CLERICAL AND ADMINISTRATIVE SUPPORT TIME STUDY/TIME CERTIFICATION FORM, TEMP DFA 7

For purposes of conducting the statewide clerical and administrative support staff time study/time certification test, each county will follow the procedures set forth below during the mid-month time study period of May 1 - May 31, 1987.

These procedures impact all clerical and administrative support staff who are not required to complete the DFA 43, DFA 46, DFA 48, DFA 48A, DFA 50, DFA 52, or DFA 856 time studies.

Each worker completing a TEMP DFA 7 must indicate the organizational assignment of his/her unit by checking the appropriate box, and time study or time certify to the appropriate level, also indicated by checking the appropriate box. **Staff within a unit must be treated consistently for time study purposes.**

All units performing similar activities must identify time to the same benefiting level: If one unit certifies time as Generic, all units performing similar activities must do so. If one unit time studies time between Generic and function(s), all units performing similar activities must also do so.

Each worker will either time study or certify in accordance with the following criteria:

Clerical and Administrative Support Staff Organizationally Assigned to a General Administrative Unit

Staff in general administrative units will either be certified to Generic, or time study between Generic and the appropriate benefiting function(s) at county option. Under certain circumstances, a unit will be certified to a single benefiting

function. Staff within general administrative units may not time study to the program level. The following time study and certification procedures apply:

1. When the unit activities performed by staff have departmentwide benefit and cannot be identified to the function level, the staff in the unit will be certified as Generic.
2. When the unit activities performed by staff have departmentwide benefit, but some staff can identify time to specific functions, the staff in the unit may be certified as Generic as in Item 1 above, or, the staff in the unit may time study their activities between Generic and the benefiting function(s).
3. When the unit activities performed by staff specifically benefit only one function, the staff in the unit will be certified to that one function. The unit may not be certified as Generic. Any unit performing similar activities will be required to identify time to the benefiting function level through time study or certification as specified in Item 2 above.

Clerical and Administrative Support Staff Organizationally Assigned to a Functional Support Unit

Staff in functional support units will either be certified to a single benefiting function, or time study between benefiting functions where practical. If it is not practical to time study, the staff may be certified to a multifunctional pool. At county option, staff certifiable to a single function can time study to the programs within that one function. The following time study and certification procedures apply:

1. When the unit activities performed by staff benefit only one of the functions, the staff in the unit will certify their time to that one function. At county option, the staff in the unit may time study their activities to the programs within this one function only.
2. When the unit activities performed by staff benefit more than one function, the staff in the unit will time study their activities between the benefiting functions if it is practical to time study. [Each county must determine if it is possible to time study, and if by doing so, it is both reasonable and expected to yield accurate results.]

If it is not practical to time study, the staff in the unit will indicate on the front of the TEMP DFA 7 their benefiting function level by checking the Multifunction box and indicating which functions benefit.

Time Study Instructions

1. The TEMP DFA 7 is to be completed by designated employees on a daily basis throughout the time study month, unless the CWD has an appropriate payroll reporting system. Time studied positions will be indicated by checking the appropriate box.
2. The worker's classification and organizational assignment, e.g., clerical or administrative support and general administration or functional support shall be indicated on the front of each TEMP DFA 7 by checking the appropriate box.
3. The benefiting organizational level, e.g., departmentwide (Generic), multifunction, or single function, shall be indicated on the front of the TEMP DFA 7 by checking the appropriate box and indicating the function(s) affected.
4. Hours are to be recorded to appropriate line and are to be rounded to the nearest quarter hour. If time is recorded to the program level, indicate the program(s) on a blank line(s).
5. Time spent on coffee breaks, etc., except lunch, is to be charged to the last program or function worked on.
6. The total hours worked during the day, excluding overtime, must be shown.
7. Vacation, sick leave, dock time, jury duty, etc., shall be recorded as nonallocable. Paid holidays shall be treated the same as weekends.
8. Charge travel time to the level to which it is associated.

Time Certification Instructions

1. The TEMP DFA 7 is to be completed by designated employees on a monthly basis in lieu of completing the daily time study, unless the CWD has an appropriate payroll reporting system. Certifiable positions will be indicated by checking the appropriate box.
2. The worker's classification and organizational assignment, e.g., clerical or administrative support and general administrative or functional support, shall be indicated on the front of each TEMP DFA 7 by checking the appropriate box.

3. The benefiting organization level, e.g., departmentwide (Generic), multifunction, or single function, shall be indicated on the front of the TEMP DFA 7 by checking the appropriate box and indicating the function(s) affected.
4. The subtotal of hours worked during the month on clerical or administrative activities, excluding overtime, should be entered on the TEMP DFA 7. For purposes of reconciling total time worked in the time study month, any nonallocable time must be recorded on the day of occurrence and totaled at the end of the month.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing on the designated line.

Individual TEMP DFA 7 forms will be retained in the county. Do not send these completed time studies to the SDSS.

Time Study Instructions for First-Line Supervisors

1. First-line supervisors will complete a TEMP DFA 7 and may prorate their time based on the activities of their unit(s).

Special Instructions for Managers (Second-Line Through Deputy Directors)

Managers (above the first-line supervisors) and their immediate support staff, e.g., a secretary or administrative assistant, will time study/time certify as follows:

1. If a manager has responsibility for general administrative units, or general administrative unit(s) and unit(s) in one or more of the functions, the manager will be certified as Generic.
2. If a manager has responsibility for multifunctional support units, the manager may time study between the benefiting function(s) if practical.

If it is not practical to time study, the manager's time will be certified to a multifunctional pool.

NOTE:

Counties which have a payroll and attendance reporting system which meets the requirements for time certification may use this system in lieu of completing a TEMP DFA 7. Such a payroll system must

allow for the direct assignment of an employee's salary to a cost pool based on the activities performed within a unit, as specified in the county's Time Study/Time Certification Plan. In signing the employee's payroll document, first-line supervisors will attest that, through firsthand knowledge, the individual is performing activities in accordance with his/her assigned job duties as identified in the CWD's Time Study/Time Certification Plan.

PART V: Program Definitions

Listed below are the definitions and program categories for each function. Code numbers have been assigned and are to be used when recording time. Programs having multiple components have been combined into one program category. Additional programs and projects administered by the CWD should be noted on the blank lines and coded to the applicable function.

A. Social Services Function:

This function includes those activities directed towards improving the welfare and condition of needy individuals and families, and providing protective services for adults and children in danger of abuse, neglect, or exploitation. Programs which are included in this function include:

<u>Code</u>	<u>Program Categories</u>
A 1	In-Home Supportive Services (IHSS)
A 2	Emergency Assistance - Abused Neglected or Exploited Children (EA-ANEC)
A 3	Child Welfare Services (CWS)
A 4	County Services Block Grant (CSBG)
A 5	Adoptions
A 6	SSI-SSP/Out of Home Care
A 7	Refugee Resettlement Programs (RRP)
A 8	Early Periodic Screening, Detection and Treatment (EPSDT)
A 9	Licensing
A10	Other County Only Program (OCOP) General Relief (GR)
A11	Child Care Development
A12	Severely Emotionally Disturbed (SED)
A13	Additional Programs and Projects

B. Eligibility and Nonservice Function:

This function includes those activities which are related to providing cash grants, maintenance assistance (such as food stamps and medical benefits), and nonservice activities. Programs which are included in this function are:

B 1	AFDC - Family Group (FG)/Unemployed Parent (U) Programs
B 2	Nonassistance Food Stamps (NAFS)
B 3	Medi-Cal
B 4	GR/OCOP
B 5	County Only Medical Services-Non RRP
B 6	AFDC - Foster Care (FC) Program
B 7	EA - ANEC
B 8	State Adult Program
B 9	Adoptions Assistance Programs (AAP)
B10	RRP/Refugee Demonstration Project (RDP)
B11	Child Support
B12-19	Additional Programs and Projects

C. Welfare Fraud Function:

This function includes those activities directly related to investigating an allegation of fraud. Programs which are included in this function are:

<u>Code</u>	<u>Program Categories</u>
C 1	AFDC
C 2	NAFS
C 3	AFDC - FS
C 4	GR/OCOP
C 5-C 9	Additional Programs and Projects

D. Employment Services Function:

This function includes those activities directly related to providing applicants and recipients of aid with employment training and related services in order to meet employment goals and become self-sufficient.

<u>Code</u>	<u>Program Categories</u>
D 1	Greater Avenues for Independence (GAIN) Program
D 2	WIN - Demonstration Program
D 3	GR/OCOP
D 4	WIN - Child Care
D 5	RRP/RDP
D 6-D10	Additional Programs and Projects

PART VI: GLOSSARY OF TERMS

Administrative Support Staff:

CWD staff who perform administrative activities which typically have departmentwide benefit and which are not in direct support of any one function. This includes clerical staff in support of this group.

Allocation:

Distribution of a cost pool to the particular program(s) benefiting from that cost pool.

Clerical Support Staff:

CWD staff who are predominantly in direct support of casework staff.

Cost Allocation Plan:

The narrative description of the methods and procedures used to identify, accumulate, and distribute the CWD administrative costs to the benefiting functions and programs. Requires federal approval.

Cost Pool:

A grouping of costs, i.e., a pool, center, category or area established for the accumulation of costs.

Function:

An intermediate cost pool which segregates costs of administering programs having similar objectives. In the California CWD CAP, the four functions are:

- | | |
|------------------------------|------------------------|
| 1. Social Services | 3. Welfare Fraud |
| 2. Eligibility & Non-Service | 4. Employment Services |

Functional Support:

Units which are organizationally assigned to support one or more of the four functions.

General Administrative Support:

Units assigned to a CWD administrative organization which perform activities typically having departmentwide benefit.

Generic:

A category of activities performed for departmentwide benefit.

Multifunction:

A category of activities performed for and benefiting two or more functions. Can be represented in many combinations, e g., Services/Eligibility, Services/Employment, Eligibility/Fraud, etc.

Practical:

Possible, and reasonable, i.e., the attainment of accurate results would be commensurate with the efforts expended to achieve them.

Program:

The individual programs administered by the CWD designed to provide assistance or services to eligible clients.

Single Function:

A category of activities that are performed for and benefit only one of the four functions.

Time Certification:

The process of identifying the activities of a worker to a predetermined cost pool, which is confirmed by the first-line supervisor through firsthand knowledge of the employee's activities. Time certification is performed in lieu of time study.

Time Study:

The process of identifying the activities of a worker to a cost pool(s) through the daily recording of activities performed by the employee during the time study month.

Time Study Plan:

The plan developed annually by the CWD to determine which clerical and administrative support staff will time study or time certify.

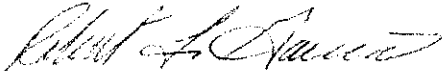
Unit:

A group of workers performing related activities organized under a first-line supervisor.

PARALLEL TEST ADMINISTRATIVE EXPENSE CLAIM

A parallel administrative expense claim will be prepared by each county for the April - June 1987 quarter for the purposes of evaluating the information collected during this test. Separate instructions will be issued concerning the preparation of this parallel claim, which will be submitted to the SDSS by August 15, 1987.

Any questions on the above should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA
Acting Deputy Director
Administration

cc: CWDA

Attachments

CLERICAL AND ADMINISTRATIVE SUPPORT STAFF TIME STUDY TEST

APRIL — JUNE 1987 QUARTER

ORGANIZATIONAL ASSIGNMENT	DESCRIPTION OF UNIT ACTIVITIES	CERTIFICATION AND TIME STUDY CRITERIA			ALLOCATION METHODOLOGY
		GENERIC (Has departmentwide benefit)	SINGLE FUNCTION (Benefits only one function)	MULTI—FUNCTION (Benefits more than one function)	
GENERAL ADMINISTRATIVE UNITS: <ul style="list-style-type: none"> Defined as those units which are assigned to a CWD administrative organization, which perform activities typically having departmentwide benefit. Units are defined as a group of employees under a first line supervisor performing related activities. Examples are a personnel unit, fiscal unit, contracts unit, supply unit, etc. This category may also include the CWD Director and the deputy director of administration. MEASURED AT THE UNIT LEVEL, ANY UNIT WHICH CAN BE IDENTIFIED TO A SINGLE FUNCTION MUST BE IDENTIFIED TO THAT FUNCTION, EITHER BY TIME STUDY OR CERTIFICATION AS APPLICABLE. 	Unit activities performed by individuals have department wide benefit and cannot be identified to function.	Unit will be certified as generic.	Not applicable.	Not applicable.	Unit salaries will be pooled and allocated as a generic cost to all functions and programs based on the departmentwide time study hours of case-carrying staff.
	Unit activities performed by individuals have department wide benefit, but some individuals can identify time to specific functions.	Unit may be certified as generic, provided all units within the general administration organization performing similar activities are also certified as generic.	Individuals in unit may time study between generic and function, provided all units performing similar activities identify time between generic and function.	Individuals in unit may time study between generic and function(s), provided all units performing similar activities identify time between generic and function(s).	If certified, unit salaries will be pooled and treated as a generic cost, or, if time studied, unit salaries will be isolated and allocated between generic and benefiting functions based on the time study hours of the unit staff.
	Unit activities performed by individuals specifically benefit only one function.	May not certify as generic.	Unit will be certified to the single benefiting function. —AND— Units performing similar activities must identify time to the function level through a time study certification in appropriate category. For the time study category, which cannot be certified to the function level must time study. For 7/1/88 SDSS will be proposing to DHHS/DCA that counties may submit a CAP modification to identify costs to function using an alternative method.	Not applicable.	Unit salaries will be assigned to the single benefiting function for further allocation to programs based on the departmentwide time study hours of case-carrying staff.
	Managers (above first line) who supervise general administrative units and units in one or more of the functions.	The manager and immediate support staff, e.g. a secretary or administrative analyst, will be certified generic.	Not applicable.	Not applicable.	The salaries of the managers and their immediate support staff will be pooled and allocated as a generic cost to all functions and programs based on the departmentwide time study hours of case-carrying staff.

Individuals within a unit must be treated consistently for time study purposes.

Units performing similar activities must be treated consistently when identifying costs to the function level.

CLERICAL AND ADMINISTRATIVE SUPPORT STAFF TIME STUDY TEST
APRIL — JUNE 1987 QUARTER

ORGANIZATIONAL ASSIGNMENT	DESCRIPTION OF UNIT ACTIVITIES	CERTIFICATION AND TIME STUDY CRITERIA			ALLOCATION METHODOLOGY
		GENERIC (Has departmentwide benefit)	SINGLE FUNCTION (Benefits only one function)	MULTI—FUNCTION (Benefits more than one function)	
FUNCTIONAL SUPPORT UNITS: <ul style="list-style-type: none"> Defined as those units which are organizationally assigned to support one or more of the functions, i.e., social services, eligibility, welfare fraud, or employment services. This category may also include the deputy director(s) of the functions, second-line supervisors of all case-carrying workers, and managerial staff assigned to function(s). MEASURED AT THE UNIT LEVEL, ANY UNIT WHICH CAN BE IDENTIFIED TO A SINGLE FUNCTION MUST BE IDENTIFIED TO THAT FUNCTION, EITHER BY TIME STUDY OR CERTIFICATION AS APPLICABLE. 	Unit activities performed by individuals benefit only one of the functions.	Not applicable.	Unit will be certified to the single function. At county option the individuals in the unit may time study to programs within this one function only.	Not applicable.	<p>If certified: Unit salaries will be assigned to the single benefiting function for further allocation to programs based on the time study hours of case-carrying staff; or,</p> <p>If time studied: Unit salaries will be isolated and allocated to programs within function based on the time study hours of the unit staff.</p>
	Unit activities performed by individuals benefit more than one function.	Not applicable.	Not applicable.	<p>If it is practical to time study, individuals in the unit will time study between benefiting functions.</p> <p>If it is not practical to time study, benefiting functions will be identified and salaries will be certified to a multi-functional pool accordingly.</p>	<p>Where time studying occurs, unit salaries will be isolated and allocated among the benefiting functions on the time study hours of the unit staff.</p> <p>Where time studying does not occur, the unit salaries will be accumulated in multi-functional pools and allocated to the benefiting functions on ratios of case-carrying staff.</p>
	Managers (above first line) who supervise units in more than one function.	Not applicable.	Not applicable.	<p>If it is not practical to time study, benefiting functions will be identified and salaries will be certified to a multi-functional pool accordingly.</p> <p>If it is practical to time study, the manager may time study to the benefiting functions.</p>	<p>Where time studying does not occur, the salaries of the managers and their immediate support staff will be accumulated in multi-functional pools and allocated to the benefiting functions on ratios of case-carrying staff.</p> <p>Where time studying occurs, the salaries of the managers and their immediate support staff will be isolated and allocated among the benefiting functions on the manager's time study hours.</p>

Individuals within a unit must be treated consistently for time study purposes.

Units performing similar activities must be treated consistently when identifying costs to the function level.

COUNTY WELFARE DEPARTMENT
CLERICAL AND ADMINISTRATIVE SUPPORT STAFF
TIME STUDY/TIME CERTIFICATION (MAY, 1987)

[illegible]

EMPLOYEE: *I hereby certify that this is a true and accurate report of my time, and the functions performed as shown above.*

SUPERVISOR: *I hereby certify the employee's time study/ time certification record has been examined and that to the best of my knowledge and belief, this time record is true and correct, and the activities were performed as shown above.*

Staff Required to Time Study

This time study is to be completed by all county welfare department staff engaged in clerical and administrative support activities, and who are not required to complete the DFA 43, DFA 46, DFA 48, DFA 48A, DFA 50, DFA 52, or DFA 856 time studies.

- A. **Clerical Support:** Staff who are predominantly in direct support of casework staff.
- B. **Administrative Support:** Staff who perform activities having departmentwide benefit, or who are not in direct support of casework staff.

NOTE:

EDP and Staff Development clerical and administrative support staff whose time is prorated between the EDP or Staff Development cost pools and the Allocable Support Personal Services cost pool, should complete a TEMP DFA 7 for that amount of time recorded as NON-EDP Allocable or Non-Staff Development Allocable. **These staff are to be classified on the TEMP DFA 7 as appropriate.**

Time Study Instructions

1. The TEMP DFA 7 is to be completed by designated employees on a daily basis throughout the time study month. Time studied positions will be indicated by checking the appropriate box.
2. Check the appropriate boxes to indicate the worker's classification, *i.e.* clerical or administrative support, **and** the organizational assignment, *i.e.* general administrative or functional support.
3. Check the appropriate boxes to indicate the benefiting organizational level, *e.g.* Generic (departmentwide), multifunction, or single function, **and** the function(s) affected.
4. Hours are to be recorded to appropriate line and are to be rounded to the nearest quarter hour. If time is recorded to the program level, indicate the program(s) on a blank line(s).
5. Time spent on coffee breaks, etc., except lunch, is to be charged to the last program or function worked on.
6. The total hours worked during the day, excluding overtime, must be shown.
7. Vacation, sick leave, dock time, jury duty, etc., shall be recorded as nonallocable. Paid holidays shall be treated the same as weekends.
8. Charge travel time to the level to which it is associated.

Time Certification Instructions

1. The TEMP DFA 7 is to be completed by designated employees on a monthly basis in lieu of completing the daily time study. Certifiable positions will be indicated by checking the appropriate box.
2. Check the appropriate boxes to indicate the worker's classification, *i.e.* clerical or administrative support, **and** the organizational assignment, *i.e.* general administrative or functional support.
3. Check the appropriate boxes to indicate the benefiting organizational level, *e.g.* Generic (departmentwide), multifunction, or single function, **and** the function(s) affected.
4. Record the subtotal of hours worked during the month on clerical or administrative activities, excluding overtime. Record nonallocable time on the day of occurrence and total at the end of the month.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing on the designated line.

Time Study Instructions for First-Line Supervisors

1. First-line supervisors will complete a TEMP DFA 7 and may prorate their time based on the activities of their unit(s).

Special Instructions for Managers (Second-Line Through Deputy Directors)

Managers (above the first-line supervisors) and their immediate support staff, *e.g.*, a secretary or administrative assistant, will time study/time certify as follows:

1. Managers having responsibility for general administrative units, or general administrative unit(s) **and** unit(s) in one or more of the

Organizational Assignment

1. **General Administrative**—Units assigned to a CWD administrative organization which perform activities typically having departmentwide benefit.
2. **Functional Support**—Units organizationally assigned to support one or more of the four functions.

Benefiting Level

1. **Generic**—Activities of unit staff typically have departmentwide benefit.
2. **Single Function**—Activities of unit staff benefit only one of the four functions.
3. **Multi-Function**—Activities of unit staff benefit two or more functions.

Functions and Programs

Listed below are the definitions and program categories for each function. Code numbers have been assigned and are to be used when recording time. Programs having multiple components, *e.g.*, CWS, AFDC, GAIN, have been combined into one program category. Additional programs and projects administered by the CWD should be noted on the blank lines and coded to the applicable function.

A. Social Services Function:

This function includes those activities directed towards improving the welfare and condition of needy individuals and families, and providing protective services for adults and children in danger of abuse, neglect, or exploitation. Programs which are included in this function include:

Code	Program Categories
A 1	In-Home Supportive Services (IHSS)
A 2	Emergency Assistance—Abused, Neglected or Exploited Children (EA-ANEC)
A 3	Child Welfare Services (CWS)
A 4	County Services Block Grant (CSBG)
A 5	Adoptions
A 6	SSI-SSP/Out of Home Care
A 7	Refugee Resettlement Program (RRP)
A 8	Early Periodic Screening, Detection and Treatment (EPSDT)
A 9	Licensing
A10	Other County Only Program (OCOP) General Relief (GR)
A11	Child Care Development
A12	Severely Emotionally Disturbed (SED)
A13-A19	Additional Programs and Projects

B. Eligibility and Nonservice Function:

This function includes those activities which are related to providing cash grants, maintenance assistance (such as food stamps and medical benefits), and nonservice activities. Programs which are included in this function are:

Code	Program Categories
B 1	AFDC—Family Group (FG)/Unemployed Parent (U) Programs
B 2	Nonassistance Food Stamps (NAFS)
B 3	Medi-Cal
B 4	GR/OCOP
B 5	County Only Medical Services—Non RRP
B 6	AFDC—Foster Care (FC) Program
B 7	EA—ANEC
B 8	State Adult Program
B 9	Adoptions Assistance Programs (AAP)
B10	RRP/Refugee Demonstration Project (RDP)
B11	Child Support
B12-B19	Additional Programs and Projects

C. Welfare Fraud Function:

This function includes those activities directly related to clarifying an allegation of fraud. Programs which are included in this function are:

Code	Program Categories
C 1	AFDC
C 2	NAFS